

GENERAL SERVICES ADMINISTRATION

Washington 25, D. C.



Honorable Allen W. Dulles
Director
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Dulles:

The Hoover Commission in its report on paperwork management recommended that the General Services Administration sponsor a standard Government correspondence style manual. The General Services Administration and the Bureau of the Budget have agreed on the desirability of this manual, and we are now inviting agencies to participate in its preparation.

For the drafting of the manual, we are creating a representative working committee. This committee will be divided into subcommittees, each to develop a separate part of the publication. We prefer that members of the working committee be experienced correspondence technicians. It is estimated that the project will require about 40 hours of the time of each committee member.

Since your agency can contribute substantially to the preparation of the manual, we would appreciate your designating from your staff a member for the working committee. As we plan to convene the group early in September, we would like to receive the name, title, and telephone number of your nominee by August 15.

Sincerely yours

ROCKLIN C. ZIEGLER
Administrator